

**STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURT  
COURT INTERPRETER PROGRAM  
Written Exam Announcement- ALL COUNTIES**

The Administrative Office of the Courts Court Interpreter Certification Program has scheduled the Written Examination for **April 19- 23, 2021 at 9:00 am and 1:00 pm** in Wilmington, Delaware. The deadline is Friday, March 26, 2021. Registrations received after the deadline will not be accepted.

***What is the Written Exam?***

The written examination is the second step in the credentialing process. It consists of 135 multiple choice questions in English. The written exam measures candidate's knowledge of: a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct. Candidates have two hours and fifteen minutes to complete the Written Examination

***Who has to take the Written Exam?***

This exam is required of all Interpreter Candidates who have attended Orientation and who wish to take the Oral Proficiency Exam. Additionally, candidates who work in a language for which there isn't an oral proficiency exam must take the written exam in order to continue with the credentialing process and be included in the active Court Interpreter Registry.

***What can I do to prepare for the Written Exam?***

Please read the Overview of the Written Examination for Candidates posted at the National Center for State Courts website:

<http://www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/Written-and-Oral-Exam-Resources.aspx>

The Overview answers most of the most frequently asked questions about the written exam. It includes a section with sample questions and another on how to prepare for the exam. Please give special attention to the instructions regarding the day of the exam.

***What should I bring with me on the day of the exam?***

The most important thing to bring on the day of the exam is a picture ID that you must present to the proctor when signing-in on the assigned exam date.

***What NOT to bring on the day of the exam***

Only small purses or wallets are allowed in the testing room. Leave everything else at home or in your car. Pencils will be provided. Do not try to bring computers, briefcases, dictionaries, cell phones, smart watches, calculators, paper, pens, pencils, or any other similar items into the test room as they are not permitted. The New Castle County Courthouse has a very strict **NO CELL PHONE** policy. Please leave it in your car for it will only delay your entrance to the building.

**UPON RECEIPT OF REGISTRATION YOU WILL RECEIVE A CONFIRMATION EMAIL WITH ADDITIONAL INFORMATION AND INSTRUCTIONS FOR THE DAY OF THE EXAM.**

**IMPORTANT INFORMATION:**

Interpreters who have taken the Written Exam in other Consortium member states must disclose the date, location, and scores obtained as well as allow verification of the information by the corresponding State Program Administrator in the registration form attached. A candidate who fails to provide or misrepresents information with regards to previous testing may be removed from the list of interested candidates and may not be allowed to continue with the credentialing process.

### Updates in response to Covid-19- Please read carefully

- Tests will be administered following the NCSC guidelines, recent LASS Court Interpreter Exam Administration Considerations and in accordance with state and judiciary guidelines, which include recommendations by the CDC and other health experts.
- Testing will be in individual or in small groups to implement social distancing.
- Please keep in mind that during the Judicial Emergency it takes longer for us to receive regular mail, as envelopes need to be quarantined up to two business days before they can be distributed.
- If the judicial emergency is extended or if for any other reason testing cannot be conducted in April, all tests will be postponed and new dates will be communicated to candidates.

### The following is very important. Please read it carefully.

- If you took the written exam in June/July 2020 you can register for the April 2021 written exam.
- You will be required to follow all state and judiciary guidelines in effect. For example, if a face covering is required to enter the courthouse, you may need to wear your mask during the entire duration of the exam. Information can be found at <https://courts.delaware.gov/>.
- Registration will not be refunded or postponed if you fail to appear for your exam, you arrive late, or cancel your registration after the deadline of March 26, 2021. The exception to this policy is if you are feeling sick at any time before the exam and need to cancel.
- **Do not come to the courthouse if you are sick.** If after your registration is confirmed you experience COVID-19 symptoms, or experience another medical reason that would prevent you from taking the April 2021 test, you will be given the opportunity to register for an alternative test or request a refund of your registration fee.

**STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURTS  
COURT INTERPRETER PROGRAM**

**Written Examination Registration Form  
April 19-23, 2021**

Please complete all fields and return pages 3 and 4 by March 26, 2021 to the Court Interpreter Program. You may register by sending your registration and payment in the mail to the address provided below or by dropping off your registration and payment in person. Please read the entire announcement and registration form carefully.

**1. PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone(s): \_\_\_\_\_

Last 4 digits of your SS Number: \_\_\_\_\_

Date and location you attended Orientation: \_\_\_\_\_

**2. LOCATION** – Leonard L. Williams Justice Center (New Castle County Courthouse) 500 N. King St. Wilmington, DE 19801, 12<sup>th</sup> floor conference room.

DATE/TIME (Provide two date preferences between April 19 and April 23 and your time preferences. We will do our best to accommodate your first choice. If you only select one, you will only be considered for that slot. If you leave below blank, we will assign your slot.

MY FIRST CHOICE FOR TESTING IS APRIL \_\_\_\_\_ AT \_\_\_\_\_ 9:00 AM OR \_\_\_\_\_ 1:00 PM; AND

MY SECOND CHOICE IS APRIL \_\_\_\_\_ AT \_\_\_\_\_ 9:00 AM OR \_\_\_\_\_ 1:00 PM.

**3. DISCLOSURE OF PREVIOUS WRITTEN EXAMS**

a) I hereby affirm I have taken the Written Exam before and that at least ten months have passed since the most recent testing date. \_\_\_\_\_ Please initial and write location(s) and date(s) of past Written Examination(s): \_\_\_\_\_

b) I hereby affirm I have not taken the written exam before in this or any other jurisdiction. \_\_\_\_\_ Please initial.

**4. PLEASE INDICATE SPECIAL ACCOMMODATIONS REQUIRED TO PARTICIPATE-** \_\_\_\_\_

**5. HOW TO SUBMIT YOUR REGISTRATION**

1. COMPLETE and MAIL along with the fee by March 26 to:

Delaware Court Interpreter Program  
405 N. King Street, Suite 507  
Wilmington, DE 19801  
ATTN: Jennifer Figueira/Written Exam

**OR**

2. Drop off your registration and the fee by March 26 in a sealed envelope marked as for mailing (address is above) and **E-mail [jennifer.figueira@delaware.gov](mailto:jennifer.figueira@delaware.gov) in advance for instructions and to announce you are dropping off** your registration and payment. Drop off location is 405 N. King St., Wilmington, DE 19801, Administrative Office of the Courts, 5th floor, Suite 507. We are located in an office building across the street from the Leonard L. Williams Justice Center/New Castle County Courthouse.

## **6. METHOD OF PAYMENT**

WE CANNOT ACCEPT CASH under any circumstance. Please indicate which one you are enclosing:

☐ Check or ☐ Money Order. Only candidates who have completed the registration process (submitted a complete registration form on time and paid the proper fee) may sit for the exam.

**\$50.00- Delaware resident    \$75.00- Out-of-State resident**

**Make check/money order payable to the State of Delaware** and please write your name on the money order. Please note that preference will be given to Delaware residents. All others will be admitted on a first come-first serve basis for spaces remaining, if any.

**7. If you should have any questions,** you may contact the Coordinator via email at [jennifer.figueira@delaware.gov](mailto:jennifer.figueira@delaware.gov) or via telephone at 302-319-8348.